



# 2009 CON Seminar

## Online Application System Overview

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## Activities Covered by CON

- Acquire an existing health facility or begin operation of a health facility
  - ✓ For purposes of CON, a health facility is defined as hospital, psychiatric hospital or unit, nursing home, FSOF
- Make a change in the bed capacity of a health facility
- Initiate, replace or expand a covered clinical service
- Make a covered capital expenditure
  - ✓ Current threshold \$2,932,500, adjusted annually

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## CON Review Standards

- Air Ambulances
  - Cardiac Catheterization Services
  - Computed Tomography (CT) Scanners
  - Hospital Beds \*
  - Magnetic Resonance Imaging (MRI)
  - Megavoltage Radiation Therapy (MRT)
  - Neonatal Intensive Care Units (NICU) \*
  - Nursing Home/Hospital Long-Term Care Unit (HLTCU) Beds \*
  - Open Heart Surgery
  - Positron Emission Tomography (PET) Scanners
  - Psychiatric Beds \*
  - Surgical Services
  - Urinary Extracorporeal Shock Wave Lithotripsy Services
  - Bone Marrow Transplantation Services \*
  - Heart/Lung and Liver Transplantation Services \*
  - Pancreas Transplantation Services
- \* Comparative

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## CON Application Process

- Letter of Intent (LOI)
  - ✓ Processed within 15 days
  - ✓ CON application no., forms, review standards, required documents
  - ✓ Issuance of waiver letter if project is not reviewable
- CON Application
  - ✓ Additional information request within 15 days
  - ✓ Deem complete
- Decision
  - ✓ Proposed decision
  - ✓ Final decision signed by the Department Director
- Amendment to approved CON
  - ✓ Projects not deemed 100% complete
- Follow-up

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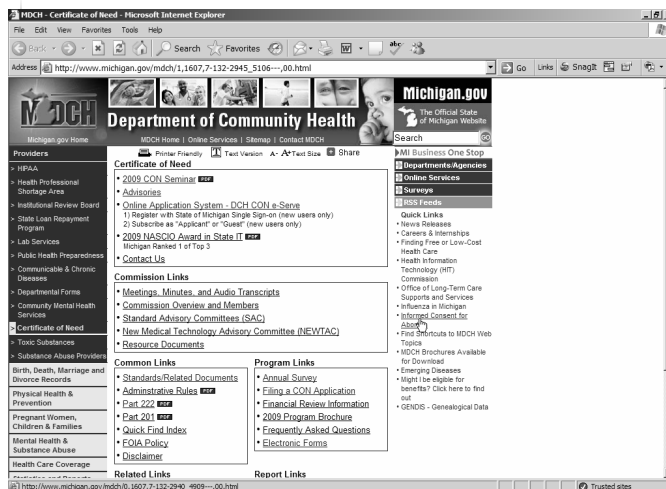
# CON Review Categories

- **Comparative**
  - ✓ Can be submitted on Feb 1, Jun 1 or Oct 1
  - ✓ 150 days once deemed complete
  - ✓ Projects subject to comparative review shall not be amended
- **Substantive**
  - ✓ Can be submitted on 1<sup>st</sup> working day of every month
  - ✓ 120 days once deemed complete
- **Nonsubstantive**
  - ✓ Can be submitted on any working day
  - ✓ 45 days once deemed complete
- **Nonsubstantive [Notice]**
  - ✓ Can be submitted on any working day
  - ✓ 45 days once deemed complete

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# CON Web Site: [www.michigan.gov/con](http://www.michigan.gov/con)

## Highlights



- ✓ Advisories
- ✓ CON E-Serve
- ✓ Listserv
- ✓ Forms
- ✓ Standards
- ✓ Laws
- ✓ Rules
- ✓ FAQ
- ✓ Reports
- ✓ Contact Info

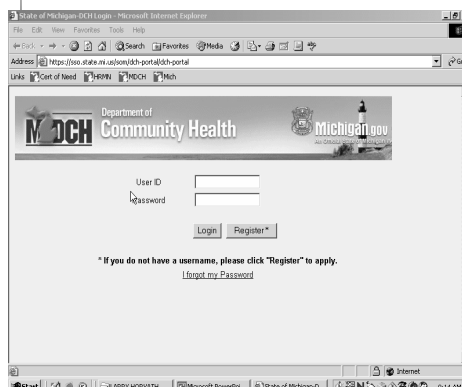
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## CON e-Serve Application Modules - Timelines

- Letter of Intent module released in January 2006
- Nonsubstantive application, Nonsub (Notice), Amendment and Emergency CON modules released in April 2007
- Substantive application module released in April 2008
- Potential comparative applications are required to be submitted in paper copy format
- Online payment system (EFT) released in November 2008
- Enhancements and new features released in September 2009

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## MDCH Single Sign-on (SSO) & CON e-Serve Site: <https://sso.state.mi.us>



- Register at State SSO web site with user id
- Receive temporary password by e-mail
- Set up SSO account with password and responses to security questions
- Subscribe to CON e-Serve as 'Applicant' or 'Guest'
- Special notices will be posted on occasion, e.g., scheduled maintenance
- SSO Password expires in 60 days, if not used

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## CON e-Serve - Applicant Role

**MDH Certificate Of Need**

For security purposes, sessions will expire after 30 minutes of inactivity. Users will be required to sign in again. If you are experiencing problems with the online system, please contact our office at 517/241-3344 or 3348.

The format for all date fields is MM/DD/YYYY.

**Date Calculator**

[Date Calculator](#) [Exit Application](#)

Applicant New/Update	Browse	Reports
<a href="#">New Letter of Intent</a>	<a href="#">My Letter of Intent/CON Application</a>	<a href="#">Reports</a>
<a href="#">Update Letter of Intent</a>	<a href="#">CON History</a>	
<a href="#">Unlocked Letter of Intent</a>	<a href="#">Emergency CON</a>	
<a href="#">CON Application</a>		
<a href="#">Unlocked CON Application</a>		
<a href="#">Emergency CON</a>		
<a href="#">Amendment Request</a>		

Reviewer	Browse	Admin View	Reports
<a href="#">CON Phase</a>	<a href="#">LOI/CON/Amendment</a>	<a href="#">Facilities</a>	<a href="#">Reports</a>
<a href="#">CON Applications for Review</a>	<a href="#">Sent Emails</a>	<a href="#">Compare Groups</a>	
<a href="#">CON Amendments for Review</a>	<a href="#">Emergency CON</a>	<a href="#">Record Center</a>	

Regional Review Browse	View	Regional Review Reports

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## CON e-Serve - Applicant Role

- Submit LOI, CON Application, amendment, emergency CON
- View online LOIs for all CONs
- View CON applications, amendments, if submitted online
- View management information for all CONs
- View compare groups, e.g., mobile networks
- Search information
- Generate activity reports – LOIs, CONs received, decisions issued

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## CON e-Serve - Guest Role

Allotted Requests					
Reviewer	Browse	Admin View	Reports		
CON Phase	LOI/ CON/ Amendment	Facilities	Reports		
CON Applications for Review	Sent Emails	Compare Groups			
CON Amendments for Review	Emergency CON	Record Center			
Regional Review Browse		View	Regional Review Reports		
CON History		Facilities	Reports		
Emergency CON		Compare Groups			
Guest Browse		Guest Reports			
CON History		Reports			
Submitted	Admin Browse	Admin Reports	Administrative		
Letter of Intent	LOI/CON/Amendment	Old CON ID Numbers	Letter Template	Facilities	
CON	CON	Reports	Compare Groups	Agents	
Amendments	Users		Standards	Record Center	
	CON Phase		Required Forms		
	Sent Emails		Project Costs		
	Cancel LOI/CON		Project Funds		
	Unlock LOI/CON		Document Request Index		
	Emergency CON				

*Guest Screen*

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## CON e-Serve - Guest Role

- View online LOIs for all CONs
- View CON applications, amendments, if submitted online
- View management information for all CONs
- View Compare groups, e.g., mobile networks
- Search information
- Generate activity reports – LOIs, CONs received, decisions issued

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# Information Search

•Search by multiple fields

•Use “%” for partial name search

•Do not use “-” in CON & facility no.

•Locate county name by typing 1<sup>st</sup> letter

CON link appears if submitted online

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# Compare Groups

- Mobile networks for covered clinical services (CT, Lith, MRI, PET, etc.)
- Comparative reviews (NH, hospital beds, etc.)
- Search using wild card – “%”
- Use service type, e.g., “%MRI” or network number, e.g., “%109”
- View report of all CONs assigned to a network or comparative review

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## Online Letter of Intent (LOI)

- Create/Update LOI – Save/Submit
- Browse un-submitted LOI under 'My Letter of Intent', available under 'CON History' when processed
- Legal applicant must be registered with DELEG Corporations Division
- Total project costs must equal total sources of funds
- Agent information can include multiple e-mail addresses
- User will receive confirmation e-mail within 15 days of submission
- Unlocking
- PDF report format

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## Online Applications

- Application components
  - ✓ Required forms
  - ✓ Part 222 and Standards
  - ✓ Required documents
- Links to online forms and review standards
- Application forms pre-fills information from LOI as applicable, e.g., 300, 1100, 105
- Built-in edit checks
- Printable PDF reports, during entry and after submission
- Pay application fee online, option to pay by mail too
- Links to online applications available once deemed complete

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## Online Applications

- **Mark complete**
  - ✓ From status changes from 'Assigned' to 'Complete'
- **Application submission**
  - ✓ System will display error if all forms/standards are not 'Complete'
  - ✓ System will display confirmation message on successful submission
- **Fees, paper forms & other required documents**
  - ✓ Must be received by the Department to be deemed submitted
- **Unlocking during additional information**
- **Revise online application to respond to Department's request**

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## Online Amendment

- **Eligible Applications**
- **Form is pre-filled with application information, e.g., project description, costs, funds**
- **Built-in edit checks and amendment Submission**
- **Supporting Documents**
- **Unlocking**
- **PDF report format**

Please note amendments can only be submitted by the original SSO user. For CONs prior to 2006, the author is defaulted to the Department. For any changes in author, contact Project Coordinator at (517) 241-3348.

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## Online Emergency CON

- MCL 333.22235 requirements
- Emergency CON submission
- Supporting documents
  - ✓ Affidavit must be submitted to be deemed received by the Department.
  - ✓ Vendor quotes, etc.
- Unlocking

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## Online Payment (CEPAS)

- Released in November 2008
- Electronic Fund Transfers (EFT) only
- Options to pay by mail or online. Online payment available with an electronic CON application submission only
- Online payment will require:
  - ✓ Account Holder Name
  - ✓ Bank Account No.
  - ✓ Routing No.
- CEPAS will provide confirmation page upon successful processing of payment

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# CEPAS - Submit CON

**Certificate of Need - Microsoft Internet Explorer**

**Main Menu > CON**

**CON Information**

<b>CON ID</b>	070397	<b>Facility Name</b>	ST. JOSEPH MERCY OAKLAND	<b>Application Id</b>	10025
<b>Review Type</b>	Non Substantive				
<b>Working Title</b>	Replace CT Scanner				

Online applications will NOT be deemed received without appropriate application fee and other required documents (e.g., proof of Medicaid participation) and assigned paper forms in accordance with the Administrative Rules and applicable CON Review Standards.

**Left Navigation Options Explanation**

<b>Required Documents</b>	: Required Documents
<b>Part 222 and Standards</b>	: Part 222 and Standards
<b>Required Forms</b>	: Required Forms
<b>Submit CON</b>	: Submit the application to CON
<b>CON List</b>	: CON search results page
<b>Main Menu</b>	: Return to Main Menu

**Left Navigation Menu:**

- Required Documents
- Part 222 and Standards
- Required Forms
- Submit CON
- CON List
- Main Menu

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# CEPAS - Confirmation

**Certificate of Need - Microsoft Internet Explorer**

**Main Menu > CON**

**CON Information**

<b>CON ID</b>	070397	<b>Facility Name</b>	ST. JOSEPH MERCY OAKLAND	<b>Application Id</b>	10025
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<b>Main Menu</b>	: Return to Main Menu

**Microsoft Internet Explorer**

Please confirm that you want to submit this CON application to the Department of Community Health.

**OK** **Cancel**

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# CEPAS - Application Fee Options

Main Menu > CON > Submit CON > Payment Selection

CON ID: 070397 Facility Name: ST. JOSEPH MERCY OAKLAND Application Id: 10025

Review Type: Non Substantive

Working Title: Replace CT Scanner

CON Application Status

The electronic forms have been submitted successfully. Please note this application will NOT be deemed received until the appropriate application fee and all supporting documents and paper forms are received by the Department in accordance with Administrative Rules and applicable Review Standards. Please print this page for your records and submit a copy with supporting documents and paper forms.

Application Fee for CON Application No. 070397 is \$5,500.

Application Fee Options:

Pay by mail

Pay Online

Cancel Print this Page

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# CEPAS - Payment Information

Payment Information for CON No. 070397.

Total Project Cost: \$1,500,000

Application Fee Amount: \$550

First Name: Talia

Last Name: Bratschkaya

Payment Method: Electronic Funds Transfer

Electronic Funds Transfer Information

Bank Account Number: 011111111

Bank Routing Number: 07100158

Bank Account Type: Business Checking

Account Holder Name: St. Joseph Mercy

Address Information

Street 1: 4445 Woodward Avenue

Street 2:

City: Pontiac

State: Michigan

Zip Code: 48141

Continue Payment Cancel Print

- Application fee amount is calculated based on total project cost
- Need account number, routing number, account holder name
- Address information is pre-filled with legal applicant information; may revise, if necessary

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# CEPAS - Submit Payment Information

**Payment Confirmation**

Application Fee Amount: \$5,500

First Name: Tulika

Last Name: Bhattacharya

Payment Method: Electronic Funds Transfer (EFT)

Electronic Funds Transfer Information:

Bank Account Number	1111111111
Bank Routing Number	121000398
Bank Account Type	BusinessChecking
Business Name	St. Joseph Mercy

**Address Information**

Street 1: 44405 Woodward Avenue

Street 2:

City: Pontiac

State: MI

Zip Code: 48341

By selecting "I Agree" and clicking on the Process Payment button, I am authorizing the Michigan Department of Community Health to electronically withdraw the application fee amount from the account identified above within 3 business days.

☐ I Agree

WARNING: Only click the 'Process Payment' button once. Clicking more than once may result in duplicate payment.

Process Payment Edit Payment Cancel

- ✓ Must check 'I Agree' to submit payment
- ✓ Warning: Click only once or account will be charged multiple times

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# CEPAS - Payment Confirmation

**Payment Processed Successfully for CON No. 070397**

Your payment has been accepted. Click the button below to print a copy of the Payment information for your records.

Payment Amount: \$5,500

Payment Date: 10/21/2008 14:26

First Name: Tulika

Last Name: Bhattacharya

Payment Method: EFT

Electronic Funds Transfer Information:

Confirmation No	08102100182300
Bank Account Number	1111111111
Bank Routing Number	121000398
Bank Account Type	BusinessChecking
Account Holder Name	St. Joseph Mercy

**Address Information**

Street 1: 44405 Woodward Avenue

Street 2:

City: Pontiac

State: MI

Zip Code: 48341

Print this Receipt Main Menu

Payment date & time must be before 5 pm on a window date

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## Upcoming Features in 2010

- Facility Master
  - ✓ Search State database for facilities
  - ✓ View/print CON History reports
- Project Implementation Progress Report (PIPR)
  - ✓ Prepare and submit PIPRs online for approved CON projects

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## Helpful Hints

- All dates must be entered in MM/DD/YYYY format, e.g., 10/27/2009.
- All fields marked '\*' are mandatory in the form.
- You may need to open Excel software prior to using report generator.
- If a form is opened after being "Marked Complete", the form must be "Marked Complete" again. Form status will change from "Assigned" to "Complete".
- All forms, Part 222, and Review Standards must be "Marked Complete" in order to submit application.
- Online application is not submitted until the system displays the confirmation message after selecting "Submit CON" link.

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## Helpful Hints - continued

- Always save forms - PDF and Standards - Word reports as backup.
- If applicable Standards change during the review, the current Standards report will assist in reentering the responses in the new Standards when effective.
- Do not submit screen shots of online application forms.
- State servers may be down during weekend for routine maintenance.
- Application is developed to work with Internet Explorer 6.0 & above; may not function properly with other browsers.
- For security reasons, sessions will expire after 30 minutes of inactivity. Users will be required to sign in again.

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## Questions & Comments



*Please call (517) 241-3348 or 3344 if you are experiencing problems or have questions.*

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